

DD/S&T-1360-63

11 September 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Career and Personnel Management Items

1. The purpose of this memorandum is to record, in no order of priority, various items that will need attention by the individual assuming the role of Career Management and Senior Personnel Officer for DD/S&T. No endeavor has been made to separate out DD/S&T career problems as opposed to unique personnel management problems to be found in the several Offices.

2. A chronological listing of these items includes:

a. One of the theories behind the establishment of a Directorate of Science and Technology was to bring about a broad organizational career environment in which scientific and technically qualified individuals would find greater career mobility than the organization of the Agency had hitherto made possible. This being the case, the scientific and technical professional jobs that are in existence in the five offices, plus the staff positions in the Office of the DD/S&T will have to be reviewed to ascertain just what degree of cross-fertilization, by scientific discipline, can be possible.

b. There is currently a DD/R Directive which establishes the responsibilities and prerogatives of the DD/R Career Board and the Career Boards of the three Offices that were assigned to DD/R. A DD/S&T Directive will have to be prepared addressing itself to the same proposition. It would appear in order to closely scrutinize the previously assigned responsibilities held by the DD/R and granted to the Offices and see whether or not we wish to continue the same division of labor and authorities.

**Subject: Career and Personnel Management Items 2**

c. Simultaneously with the accomplishment of b. above the career mechanisms that were in existence in OSI and OCS should also be reviewed and given consideration in establishing the new DD/S&T policies.

d. The Office of ELINT will have within about 18 months a personnel placement problem that must be studied at this time. This Office has a far greater number of foreign field ELINT operator positions than they have need for ELINT operators in Headquarters. The question that needs answering is what happens to the surplus of ELINT operators when they rotate back to the States.

25X1A2g e. The Office of Computer Services may well have a career problem that transcends their organizational responsibilities. As matters now stand there are four identifiable Agency units using computers and computer-qualified personnel; i.e., OCS, [REDACTED], NPIC, and the ADPD of the Comptroller's Office. Recommendations have been made by non-DD/S&T officials; i.e., the Inspector General that there should be within the Agency one Career Service for all computer qualified personnel. I anticipate here the same problems the Agency historically had in trying to develop a unilateral Career Service for personnel qualified in the graphic arts field. Be that as it may the problem should be researched and some recommendations formulated.

f. DD/S&T recently received authority for [REDACTED] positions in the SPS salary schedule. Some criteria should be established for hiring people within this preferential hiring schedule.

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25X1A g. OSI historically has staffed [REDACTED] of the foreign field positions under the consonance of the DD/I. These positions have now been transferred to the Office of the DD/S&T. Consideration should be given as to whether OSI has exclusive or else first claim to staff these positions or should they become more broadly speaking, field positions available for any DD/S&T qualified officer.

h. The interests of DD/S&T will have to be protected in the manner by which OTR arrives at quotas, per Directorate, for attendance at internal and external training courses. In this connection we have asked OTR to take action to endeavor to obtain a fourth Agency billet in order to reflect the four Directorate structure of the Agency at both NWC and ICAF.

Subject: Career and Personnel Management Items 3

i. DD/I has historically used the device of "Vacancy Notices" to alert individuals as to the possibility of volunteering for forthcoming overseas vacancies. The theory behind the circulation of the "Vacancy Notices" should be restudied, and particularly restudied from the point of view whether it does violence to a career concept where career management officers try to develop career progression patterns for qualified individuals.

j. A study should be made leading to recommendations to the DD/S&T whether this Directorate proposes to operate an overseas orientation travel program as has been the DD/I practice for a considerable number of years. If the recommendation is to do so, some criteria should also be devised.

k. Any records maintained on OSI personnel by DD/I Career Management officials should be obtained from DD/I.

l. The Agency now has three different levels of staff appointment. These levels should be looked at and some recommendations made as to what types of individuals we hire under what type of staff employment.

m. Based on our decreasing need, particularly in OSI and OEL, for new professional employees, overall DD/S&T procedures for ways in which to recruit needed professionals should be reviewed. This review should be conducted in light of our future anticipated needs, the past and current practices of OSI and ORD particularly to assist themselves in recruiting, and the procedures of the Personnel Recruitment Division of the Office of Personnel.

n. A study should be undertaken of what criteria should be followed by offices in recommending employees to receive "quality salary increases". There appears to be a lack of any uniformity, as far as I can gather, in this particular field.

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[REDACTED]

Executive Officer  
Deputy Director  
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Approved For Release 2001/07/26 : CIA-RDP66B00560R000100020014-8

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